REPORT

ON THE

ADMINISTRATION

OF

THE STATIONERY DEPARTMENT,

FOR THE OFFICIAL YEAR

1874-75.

Calcutta:
PRINTED AT THE BENGAL SECRETARIAT PRESS.

1875.

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BOARD OF REVENUE, L.P.

REPORT

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ADMINISTRATION OF THE STATIONERY DEPARTMENT

For the Official Year 1874-75.

STATIONERY.
HON'BLE H. L. DAMPIER.

I.—PRELIMINARY.

1. In this report and accompanying statements A to F and H are submitted particulars of the operations of the Stationery Department during the official year 1874-75.

II.—STATEMENT A.

2. This statement exhibits the outlay for stationery under detailed heads in the year under report, in comparison with the expenditure for the corresponding articles during the three years 1859-60, 1869-70, and 1873-74. The net increase in the expenditure for the past year, as compared with that of 1859-60, is 109·5 per cent., with that of 1869-70, 399·5 per cent., and with that of 1873-74, 67·6 per cent. The Superintendent attributes this increase chiefly to the fact that a portion of the supplies of 1875-76 arrived before the expiry of the official year 1874-75.

III.—STATEMENT B.

3. Statement B shews the variations in the consumption of the several items of stationery during the years 1873-74 and 1874-75.

4. There has been a noticeable increase in the issues of cartoon and continuation drawing papers, machine-made royal paper, printing double foolscap, printing double royal paper, india-rubber, country leather, swan quills, millboards, green twine, and magnum-bonum steel pens. The increase in the issues of the drawing papers is attributed to the large demands of the Northern Bengal State Railway and the Superintendent of Marine Surveys. The increase in machine-made royal is owing to the more extensive demands of the Account Department for the famine accounts, and to the issue of 100 reams to the Chief Commissioner of the Central Provinces, which the Stationery Office at Bombay was unable to supply. The increase in printing double foolscap is due to larger demands from the Alipore Jail, North-Western Provinces Government, and Bengal Secretariat, Rangoon, and Lucknow Press; to the conversion of 1,717 reams into writing paper, the supply of the latter having become exhausted; to the opening of several new offices, and also to increased supplies to existing offices to meet the ordinary growth of work. The increase in the double printing-royal is owing to the Superintendent's having worked off an old stock, which it was feared might spoil if kept any longer; and that in country leather, to the increased supply to the Alipore Jail Press for binding books chiefly for the Registration Department. The decrease in the issues of hand-made foolscap, pencils, and red tape are attributed by the Superintendent

to the loss of supplies in the *City of Edinburgh*, which contained large supplies for the Stationery Office. The Superintendent's arrangements were thus thrown out; and he was compelled to defer supplying many requisitions.

IV.—STATEMENT C.

5. The expenditure for local purchases has been augmented by Rs. 42,464, owing to three causes, *viz.*, the loss of the *City of Edinburgh*, which drove the Superintendent into the local market to meet the immediate requisitions, which would otherwise have been supplied from the stores in that ship; the opening of new offices, and the normal increase, in consequence of growing work in all offices.

6. The statement exhibits decreased rates for various articles; as for instance, a reduction of 39·9 per cent. for cream-wove chit paper, 85 for marble paper, 35·3 for envelopes, 50 for swan steel pens, 24 for gum Arabic, and 59·5 for preparing envelopes. An increased price was paid for cream-laid foolscap and cream-laid chit papers, country millboards, sealing wax, second quality, corba cloth, black and red ink fluid, black ink powders, steel pen nibs, goose quills, and narrow red tape, &c. The Superintendent explains that these rates do not in themselves form any true basis of comparison as so much depends on the different qualities of the articles purchased at various times.

V.—STATEMENT D.

7. The number of packages and parcels despatched during the year amounted to 5,089, against 4,875 in 1873-74; and the charges were Rs. 8,237-9-9, against Rs. 7,365-9-6, giving an increase of 214 packages and Rs. 872-0-3 in the cost. The number of packages would have been larger but for the fact that during the dry season a considerable number of parcels were made up with merely a canvas covering without either tin or corba cloth; and as the canvas was supplied by the Stationery Office, and labour was given by one of the store coolies, there was no cost to Government.

VI.—STATEMENT E.

8. The subjoined table compares the value of stationery purchased from the Stationery Office by public officers not entitled to free indent upon the office during the years 1873-74 and 1874-75:—

Year.	Value of stationery supplied.			Amount of commission.		
	Rs.	A.	P.	Rs.	A.	P.
1873-74	12,275	6	11	613	12	4
1874-75	11,718	1	9	585	14	6
Decrease ...	557	5	2	27	13	10

9. Out of the total amount of Rs. 12,304-0-3 in 1874-75, Rs. 2,846-11-2 were adjusted by transfer in the books of the Accountant-General of Bengal, and the remainder (with the exception of Rs. 6-3 outstanding on the 31st March 1875) was realized in cash and credited to Government during the year. The amount is less by Rs. 557-5-2, or 4·5 per cent., than the previous year's realizations, while the number of requisitions has increased by 51.

VII.—STATEMENT F.

10. The value of stock on 1st April 1874 was estimated at Rs. 6,58,386-5-1, and on 31st March 1875 at Rs. 6,68,011-9-7. There was an increase of 68 per cent. in the value of stores received from England during the year, owing entirely, as the Superintendent explains, to the more prompt receipt of supplies on indents. There was also an increase of 65 per cent. in the expenditure for local purchases.

11. The entire charges of the department, which are also shewn in this statement, including all local purchases and pay of establishments and contingencies, amounted to Rs. 9,08,346-2, being 10·6 per cent. above the charge for 1873-74; of this amount, Rs. 83,642 represents the increased value of stationery issued.

VIII.—STATEMENT H.

12. The value of the articles damaged during the year amounted to Rs. 70-6-9, but, as the Superintendent took the papers for use in the Stamp and Stationery Offices, there was no loss to Government. This extraordinarily small amount of damage incurred is most creditable to the Superintendent and his establishment as evincing the very great care which is bestowed on the protection of the stores.

IX.—MISCELLANEOUS.

13. The amount credited to Government in district treasuries on account of empty cases sold, was Rs. 2,744-3-10. Besides this, the sale proceeds of hoop iron, &c., at the Calcutta office amounted to Rs. 3,003-4-5, making a total of Rs. 5,747-8-3, against Rs. 5,960-10-5 in 1873-74. The transfer of the form store from the Alipore Jail Press to the Stationery Office has not yet been effected, the scale of establishment proposed in order to carry on the additional work in the Superintendent's office, in consequence of the transfer, being still under consideration.

X.—MANAGEMENT.

Mr. J. B. Roberts has carried on his duties during the year to the satisfaction of the Member in charge, and Mr. Dampier has much pleasure in adding that, since he took charge of the department, the administration of the office has been characterised by the strict supervision and close attention with which Mr. Roberts' name has become identified.

By order of the Member in charge,

W. H. GRIMLEY.

Offg. Secretary.

No. 557B.

STATIONERY.
HON'BLE H L. DAMPIER.

SUBMITTED to the Secretary to the Government of Bengal, in the General Department.

By order of the Member in charge,

W. H. GRIMLEY.

Offg. Secretary.

BOARD OF REVENUE, L.P.,
FORT WILLIAM,
The 28th July 1875.

A. C. M.—Regr. No. 703.

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